



PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SAFETY POLICY

POLICY NUMBER: 8	DATE: November 24, 2000
TITLE: SAFETY RECORDS RETENTION	APPROVED BY: Katherine Boxer Latipow

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8-1. REFERENCE

Title 8, California Code of Regulations, Chapter 4

8-2. PURPOSE

To clarify the safety records retention requirements for the Parks, Recreation and Community Services Department.

8-3. POLICY

Records shall be retained in accordance with the Safety Records Retention Schedule listed below.

SAFETY RECORDS RETENTION SCHEDULE			
TYPE RECORD	MINIMUM REQUIREMENTS		
	PREPARED BY	LENGTH OF RETENTION	WHERE FILED
Vehicle Accident Investigation Report	Supervisor, Witnesses and Employee	5 years	Division Files Human Resources
Training Records	Instructor	Permanent	Division Files Human Resources

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SAFETY RECORDS RETENTION SCHEDULE			
TYPE RECORD	MINIMUM REQUIREMENTS		
	PREPARED BY	LENGTH OF RETENTION	WHERE FILED
Inspection Reports	Division Discretion	3 years	Division Files
MSDS	Manufacturer	Permanent	Division Files
Equipment and Vehicle Safety Check	Any qualified person	3 years	Division Files
OSHA Form 200	Division Payroll Clerk	5 years	Division Files
Personal Injury or Illness Report	Supervisor, Witnesses and Employee	5 years	Division Files Human Resources
Near Miss Incident Report	Supervisor, Witnesses and Employee	5 years	Division Files Human Resources
Response to Safety Complaint	Supervisor	3 years	Division Files
Safety Concern Reports	Employee	3 years	Division Files
Confined Space Permits	Supervisor	5 years	Division Files
Hot Work Permit	Supervisor	5 years	Division Files
Hazard Determination Records	Supervisor and Employee	Until superseded	Division Files Section Files
Exposure and monitoring records	Person conducting the monitoring	Permanent	Division Files
Chemical Inventories	Supervisor	30 years	Division Files
Hazardous Substance or Chemical Spill and Incident Records	Supervisor, Witnesses, Employees and Emergency Operations Center	15 years	Division File